

DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
Fort Lesley J. McNair
Washington, DC 20319-5050

MDW Regulation
No. 672-15

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Decorations, Awards, and Honors
UNITED STATES ARMY MILITARY DISTRICT OF WASHINGTON
(MDW) COMMANDING GENERAL'S
BEST DINING FACILITY AWARDS PROGRAM
FOR EXCELLENCE IN ARMY FOOD SERVICE

FOR THE COMMANDER:

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Colonel, General Staff
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DISTRIBUTION:

A
B
C

OFFICIAL:

for D.R. Brown, Dep AG
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Adjutant General

Summary. This is a new regulation that governs the conduct of the MDW Commanding General's Best Dining Facility Awards Program for Excellence in Army Food Service, and provides the guidelines for participation in the program.

Applicability. This regulation applies to all installations, subordinate commands, and activities assigned or attached to MDW.

Supplementation. Supplementation is prohibited.

Suggested Improvements. The proponent of this regulation is the Deputy Chief of Staff for Logistics (DCSLOG), U.S. Army Military District of Washington. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), to Commander, U.S. Army Military District of Washington, ATTN: ANLG-LS, Bldg 18, Fort Lesley J. McNair, Washington, DC 20319-5050.

CONTENTS

| Chapter 1 | Paragraph | Page |
|--|-----------|------|
| Introduction | | |
| Purpose..... | 1-1 | 1 |
| Required publication..... | 1-2 | 1 |
| Explanation of abbreviations..... | 1-3 | 1 |
| Responsibilities..... | 1-4 | 1 |
| Objective of the MDW Commanding General's Best Dining Facility Awards Program for Excellence in Army Food Service..... | 1-5 | 2 |
| Categories of competition..... | 1-6 | 3 |
| Phases of the program..... | 1-7 | 3 |
| Participation..... | 1-8 | 3 |
| Chapter 2 | | |
| Guidelines for Participation and Conduct of Program | | |
| Selection of dining facility..... | 2-1 | 4 |
| Eligibility..... | 2-2 | 4 |
| Nomination of finalist..... | 2-3 | 4 |
| Final evaluation of competition..... | 2-4 | 4 |
| Presentation of awards..... | 2-5 | 5 |
| Funding..... | 2-6 | 5 |
| Publicity..... | 2-7 | 5 |
| Appendixes | | |
| A. Contents of the Nomination and Finalist Packets... | | A-1 |
| B. Garrison Category Checklist (DA Form 5415-R) | | |
| C. Field Kitchen Category Checklist (DA Form 5416-R) | | |

Chapter 1 Introduction

1-1. Purpose. To provide guidance for participation in, and nomination of representatives to the MDW Commanding General's Best Dining Facility Awards Program.

1-2. References.

AR 30-1, (The Army Food Service Program) is a required reference. (Cited in para 1-4a(2)).

1-3. Explanation of abbreviations

- a. DSN.....Defense Switched Network
- b. DCSLOG...Deputy Chief of Staff for Logistics
- c. GOCO.....Government-Owned, Contractor-Operated
- d. HQ.....Headquarters
- e. MDW.....Military District of Washington
- f. POC.....Point of Contact
- g. SSN.....Social Security Number

1-4. Responsibilities

- a. The DCSLOG, MDW, will--

(1) Provide policy guidance for development and conduct of the MDW Commanding General's Best Dining Facility Award Program for Excellence in Army Food Service.

(2) Establish specific standards for evaluation in all categories of the competition. Criteria used will further the objectives of the Army Food Service Program set forth in AR 30-1, Chapter 14.

(3) Plan and announce an itinerary for inspection and evaluation of dining facilities nominated in the MDW phase of the competition.

(4) Provide two food service judges to select winners in the small, large, or field categories during the MDW phase of the competition. All candidates will be evaluated and scored based on checklists contained in Appendix B or C. The judges will select a winner by category to represent MDW in the Annual Department of the Army Philip A. Connelly Competition.

(5) Announce and notify the winning dining facility in the appropriate category not later than 1 March each year.

(6) Forward the name of the winning organization in the appropriate category to the Commander, United States Army Quartermaster Center and School, ATTN: ATSM-CES-OF, Fort Lee, VA 23801-5000, as the MDW representative in the Annual Department of the Army Philip A. Connelly Awards Program for Excellence in Army Food Service not later than 1 March each year.

(7) Provide appropriate recognition and publicity of the winning dining facilities detailing their excellence in food service.

b. MDW installation commanders will--

(1) Evaluate and inspect installation dining facilities during the installation phase of the competition.

(2) Select installation dining facilities for participation in the MDW Commanding General's Best Dining Facility Awards Program.

(3) Forward a nomination packet to Commander, MDW, ATTN: ANLG-LS, Fort Lesley J. McNair, Washington, DC 20319-5050, for entry in the MDW Commanding General's Best Dining Facility Awards Program not later than the first workday of February each year (See appendix A for information required in each packet).

(4) Provide appropriate recognition and publicity of the winning dining facility detailing their excellence in food service.

1-5. Objective of the MDW Commanding General's Best Dining Facility Awards Program for Excellence in Army Food Service

The intent of this competition is to--

a. Improve the professionalism of food service personnel, thus providing the best quality food service to all soldiers.

b. Provide recognition for excellence in food service in the preparation and serving of food in MDW dining facilities.

c. Create incentive for participating in an intermediate level of competition beyond the installation and before the Annual Department of the Army Philip A. Connelly Awards Program for Excellence in Army Food Service.

1-6. Categories of competition

a. Small dining facility. The facility averages 200 or less patrons per meal, regardless of entitlement, during the month of October each year.

b. Large dining facility. The facility averages 201 or more patrons per meal, regardless of entitlement, during the month of October each year.

c. Field kitchen. Battalions or larger commands that have an organic field food service capability and a field food service mission.

1-7. Phases of the program

The program is divided into two phases of competition--

a. In the installation phase, installation commanders, through their designated representatives, evaluate their dining facilities to determine if they should be nominated for further participation in the MDW Commanding General's Best Dining Facility Awards Program. All nomination packets will contain the information listed in appendix A and be forwarded to Commander, MDW, ATTN: ANLG-LS, Fort Lesley J. McNair, Washington, DC 20319-5050, not later than the first workday of February each year.

b. In the MACOM phase, the MDW DCSLOG food service judges will inspect the nominees from each installation to select the finalists by category to represent MDW in the Annual Department of the Army Philip A. Connelly Awards Program for Excellence in Army Food Service.

1-8. Participation

a. Participation in the MDW Commanding General's Best Dining Facility Awards Program for Excellence in Army Food Service is highly encouraged for all appropriated fund dining facilities responsible for troop-feeding on MDW installations.

b. Government-owned, contractor-operated, appropriated fund dining facilities, in accordance with Technical Exhibit 7 of the Department of the Army, Prototype Performance Work Statement for Food Service Contracts, will be evaluated under the same criteria as military-operated dining facilities.

Chapter 2
Guidelines for Participation and Conduct of Program

2-1. Selection of dining facility

Installation commanders, through their designated representative, will conduct competitive inspections of all dining facilities under their jurisdiction and select only one candidate in each category for participation in the MACOM level evaluation.

2-2. Eligibility

All MDW small, large, and field kitchen category, military-operated or Government-owned, contractor-operated facilities responsible for troop-feeding are eligible and highly encouraged to participate in all levels of the competition.

2-3. Nomination of finalist

a. Installation commanders will nominate their candidates by submitting packets (See appendix A for information required in each packet) to Commander, MDW, ATTN: ANLG-LS, Fort Lesley J. McNair, Washington, DC 20319-5050, not later than the first workday of February each year.

b. An installation commander who nominates an organization whose mission, location, and/or unit designation are classified, will ensure that information provided per paragraph a above, can be used for news releases and publicity purposes without requiring the approval of the nominating command.

2-4. Final evaluation of competition

a. The dining facility in each category with the highest point total, after the current formal evaluation, will be proclaimed the winner of the MACOM phase of the competition, and represent MDW in the Annual Department of the Army Philip A. Connelly Awards Program for Excellence in Army Food Service. In the event that two or more dining facilities obtain identical final scores, an announced re-evaluation run off will be conducted to determine the winner. To support each installation's preparation for the competition, the MDW DCSLOG food service personnel will inspect all dining facilities a minimum of once every quarter, using the criteria contained on DA Form 5415-R (Garrison Category Checklist), or DA Form 5416-R (Field Kitchen Category Checklist), located in appendix B, and C, respectively. A copy of each checklist is located at the back of this regulation and can be locally reproduced on 8 1/2 by 11-inch paper.

b. Dining facilities selected as nominees in the installation and/or MACOM phase of the garrison competition will maintain the following information for the month of October each year:

- (1) Dining facility records
- (2) Supporting menus
- (3) Headcount data
- (4) Account card status (financial status data)

c. The MDW DCSLOG will announce a quarterly formal evaluation schedule to all installation commanders by the end of each fiscal year.

d. Winning dining facilities selected to represent MDW in the Annual Department of the Army Philip A. Connelly Awards Program for Excellence in Army Food Service will be announced not later than the first workday of March each year.

2-5. Presentation of awards

a. Commanders are highly encouraged to present appropriate awards to winners at all levels of competition.

b. The awards for each category of competition will be a plaque and an MDW Certificate of Achievement to the winning organization; Two-Star Notes and engraved MDW coins for all dining facility personnel.

c. MACOM level award ceremonies will be coordinated with all applicable agencies by the MDW DCSLOG and scheduled during the month of March each year.

2-6. Funding

Expenses incurred incident to administering the program within each installation are borne by the installation from their available funds.

2-7. Publicity

a. Commanders at all levels will ensure appropriate publicity for this program. Coordination with Public Affairs Offices for local newspaper articles will satisfy this requirement.

b. Installation commanders will submit copies of press releases and publicity photographs to the Commander, MDW, ATTN: ANLG-LS, Fort Lesley J. McNair, Washington, DC 20319-5050.

Appendix A
Contents of the Nomination and Finalist Packets

A-1. Format

Nomination and finalist packets will be packaged in looseleaf three ring binders.

A-2. Nomination memorandum

The first page of the nomination packet will be a memorandum, signed by the installation/garrison commander, nominating the dining facility in the appropriate category. The memorandum will include--

a. The complete unit designation (no abbreviations) and location of the nominated organization, including TOE or TDA number, and complete mailing address with zip code.

b. The category of competition and average actual headcount strength (garrison competition only) for the month of October.

c. The authorized and assigned strength of food service personnel.

d. Nominations of field kitchen candidates will include a field training period during which the Department of the Army level evaluation can be conducted and which allows not less than 15 days leadtime.

e. The name, grade, unit address, DSN and commercial telephone numbers of point of contact (POC) and alternate POC. Either the POC or the alternate POC will be a member of the nominated dining facility. An authorization for direct communication with MDW DCSLOG and the Army Center of Excellence for Subsistence representatives.

A-3. Nomination memorandum tabs

The nomination memorandum will have the following three tabs directly behind it-- (Do not use staples)

a. Tab A

(1) For military units, include the following information for the food service officer and the food service sergeant:

(a) Name, grade, and social security number (SSN).

(b) Biographical sketch.

(c) Two 5 by 7-inch color bust photographs of each (in Class A uniform with blouse and tie).

(2) For Government-owned, contractor-operated and Department of the Army, civilian-operated facilities, include the following information for the representatives of the affiliated military organization and the project manager/dining facility manager of the food service operation:

(a) Name, grade (if applicable), and social security number (SSN).

(b) Biographical sketch.

(c) Two 5 by 7-inch color bust photographs of each (in Class A uniform with blouse and tie, appropriate civilian attire, or uniform specified in the contract).

b. Tab B

A brief historical summary of the organization and/or contractor including the mission statement.

c. Tab C

(1) Names, grades (if applicable), and length of assignment of all assigned or attached food service personnel. For military food service personnel only, add the scheduled date they will be eligible for permanent change of station.

(2) Food service courses completed by military and government food service personnel, as well as related civilian training or experience of contractor personnel.

A-4. Department of the Army finalist packet requirements

Winning dining facilities selected to represent MDW in the Annual Department of the Army, Philip A. Connelly Awards Program for Excellence in Army Food Service will add the following two tabs to their original nomination packet to be provided to the evaluators--

a. Tab D

Two 5 by 7-inch color photographs (with an accompanying caption explaining the contents of each photo) of the following areas--

(1) The dining facility manager, in the duty or field uniform, performing the supervisory function.

(2) The food service staff in the duty or field uniform.

(3) Dining area, serving lines (idle and set-up), meal preparation, and the kitchen layout for garrison evaluation only.

(4) Scenic view of the installation (Post HQ, main gate, or some other readily identifiable feature) for garrison evaluation only.

(5) Five different photos of the food service staff as they perform their duties during field feeding for field kitchen category only.

(6) Five photos of the eating area; serving line(s) before and during serving; kitchen tent, mobile kitchen trailer or kitchen, company level, interior and exterior; food preparation; and the kitchen layout for the field kitchen category only.

(7) Two photos of the overall field location; one with unit identification visible (if possible), and one encompassing the entire operation for the field kitchen category only.

b. Tab E

Two 5 by 7-inch color photographs (with an accompanying caption explaining the contents of each photo), which demonstrate excellence in food service during all special meals (National Heritage Meals, holidays, organization days, and other noteworthy food service events) for the garrison evaluation only.

GARRISON CATEGORY CHECKLIST

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

This checklist contains ten major areas, with specific subsections, to assist evaluators of all phases of the competition. however, the actual scoring method used is the prerogative of the participating commands.

| A. TRAINING, SUPERVISION, AND MANAGEMENT | | SCORE | D. FOOD SERVICE SANITATION | | SCORE |
|---|--|-------|--|--|-------|
| OJT and cross training programs | | | Food Handler's Certificates | | |
| Menu/Nutrition planning | | | Refrigeration of perishables | | |
| Knowledge of terms/procedures | | | Food preparation procedures | | |
| Operators knowledge of equipment | | | Warewashing/detergents and disinfectants | | |
| Training status and school quotas | | | Overall dining facility sanitation | | |
| Effective use of manpower | | | Pest control | | |
| Adequacy of supervision | | | CATEGORY RATING | | |
| Supervision during serving | | | E. COMMAND RELATIONS | | |
| Response to supervision | | | Command interest | | |
| Required Publications on Hand | | | Money, manpower/material support | | |
| SOP's in use | | | Utilization of facilities | | |
| Dining facility records | | | Manning level | | |
| Preparation/Use of Production Schedule/ Sensitive and high dollar item Disposition (DA Form 3034-1) | | | Recognition of individuals | | |
| Cost consciousness (Food/energy management) | | | Community interest/publicity | | |
| CATEGORY RATING | | | CATEGORY RATING | | |
| B. HEADCOUNT PROCEDURES | | | F. APPEARANCE/ATTITUDE OF FOOD SERVICE PERSONNEL | | |
| Headcount orientation personnel identification | | | Appearance of personnel | | |
| Cash collection/security procedures | | | Attitude of personnel | | |
| Procedures for personnel subsisted without reimbursement | | | Courtesy of servers | | |
| CATEGORY RATING | | | Work habits | | |
| C. RECEIPT AND STORAGE | | | CATEGORY RATING | | |
| Authorized receiving personnel | | | G. SERVING AND TROOP ACCEPTABILITY | | |
| Receipt procedures | | | Adequacy of meal hours-Serving Rate | | |
| Storage procedures | | | Completeness of menu on serving line | | |
| Utilization of storage | | | Arrangement of serving line | | |
| Coding and dating system | | | Eye appeal and garnishment | | |
| CATEGORY RATING | | | Portion control/plate waste | | |

| G. SERVING AND TROOP ACCEPTABILITY (Cont.) | | SCORE | J. FOOD PREPARATION AND QUALITY | | SCORE |
|--|--|-------|----------------------------------|--|-------|
| Replenishment | | | Effective menu adjustment | | |
| Nutritional Standards for Garrison Dining Facilities | | | Adherence to Production Schedule | | |
| Leftover quantity/utilization | | | Adherence to recipes | | |
| Troop acceptability (PRO-CON) | | | Assembling, measuring, weighing | | |
| CATEGORY RATING | | | Progressive cookery | | |
| H. DINING AREA | | | Salads and dressings | | |
| Arrangement | | | Pastries | | |
| Decor | | | Preparation of leftovers | | |
| Temperature | | | Proper serving temperatures | | |
| Sound level | | | Food palatability | | |
| CATEGORY RATING | | | CATEGORY RATING | | |
| I. EQUIPMENT AND FACILITY | | | | | |
| Operating instructions posted | | | | | |
| Use and maintenance of equipment | | | | | |
| Safety practices | | | | | |
| Work order submission/follow up | | | | | |
| Planning equipment replacement | | | | | |
| CATEGORY RATING | | | | | |
| REMARKS | | | | | |

FIELD KITCHEN CATEGORY CHECKLIST

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

This checklist contains ten major areas, with specific subsections, to assist evaluators of all phases of the competition; however, the actual scoring method used is the prerogative of the participating commands.

| A. TRAINING, SUPERVISION, MANAGEMENT AND OPERATIONS | | SCORE | D. FIELD FOOD SERVICE SANITATION (Con 1) | | SCORE |
|--|--|-------|---|--|-------|
| Knowledge of Operational Procedures | | | Mess Kit Laundry/Pot & Pan Wash Setup (Detergents & Disinfectants) | | |
| Operators Knowledge of Equipment | | | Overall Field Kitchen Sanitation | | |
| Effective Use of Manpower | | | Pest Control (Field Sanitation Team) | | |
| Adequacy of Supervision | | | Hand Washing Facilities (Kitchen Area) | | |
| Supervision during Serving | | | CATEGORY RATING | | |
| Response to Supervision | | | E. COMMAND SUPPORT | | |
| Required Publications on Hand | | | Command Interest/Support | | |
| Field SOPs in Use | | | Material Support | | |
| Preparation of Production Schedule (DA Form 3034) | | | Procurement of Equipment | | |
| Cost Consciousness (Food/Energy Management) | | | Manning Level | | |
| CATEGORY RATING | | | Recognition for Individuals | | |
| B. ACCOUNTING PROCEDURES | | | CATEGORY RATING | | |
| Headcount Orientation/Personnel Identification | | | F. APPEARANCE/ATTITUDE OF FOOD SERVICE PERSONNEL | | |
| Procedures for personnel subsisted with reimbursement | | | Appearance of Personnel | | |
| Cash Collection/Payroll Deduction (PPP) Security Procedures | | | Attitude of Personnel | | |
| Headcount Procedures under Field | | | Courtesy of Servers | | |
| CATEGORY RATING | | | Work Habits | | |
| C. RECEIPT AND STORAGE OF RATIONS | | | CATEGORY RATING | | |
| Authorized Receiving Personnel | | | G. SERVING AND TROOP ACCEPTABILITY | | |
| Receipt Procedures | | | Adequacy of Meal Hours | | |
| Transporting and Storage Procedures | | | Menu and Serving Line Components | | |
| Requisition and Use of Potable Ice | | | Arrangement of Serving Line | | |
| Requisition and Use of Operational Rations (MRE & B.rations, tray packs) | | | Appropriate/Sufficient Serving Utensils on Hand, In Use | | |
| CATEGORY RATING | | | Eye Appeal and Garnishment | | |
| D. FIELD FOOD SERVICE SANITATION | | | Portion Control and Plate Waste | | |
| Food Handlers Certificates | | | Replenishment of Line | | |
| Food Handling Procedures | | | Use of Soups and Beverages | | |

| G. SERVING AND TROOP ACCEPTABILITY (Con't) | | SCORE | J. FOOD PREPARATION AND QUALITY | | SCORE |
|---|--|-------|---|--|-------|
| Use of Insulated Containers | | | Menu Adjustment/Nutrition Initiatives | | |
| Troop Acceptability (PRO CON) | | | Adherence to Production Schedule | | |
| CATEGORY RATING | | | Use of Appropriate Recipes (TM 10-412/SH 10-263/SH 10-495) | | |
| H. FIELD KITCHEN SITE SELECTION/LAYOUT | | | Meats and Sauces | | |
| Security | | | Starches and Vegetables | | |
| Accessibility | | | Salads and Dressings | | |
| Sanitation | | | Quick Breads & Pastries | | |
| Troop Support | | | Beverages | | |
| Traffic Flow | | | Proper Serving Temperatures | | |
| Protection from Elements | | | Food Palatability | | |
| Location of Water Purification Bag and Water Trailer | | | CATEGORY RATING | | |
| CATEGORY RATING | | | | | |
| I. USE AND MAINTENANCE OF EQUIPMENT | | | | | |
| Appropriate FMs Available | | | | | |
| Proper Use/Maintenance of Equipment to Include MKT, M-1948 Kitchen Tent, K.C.L. | | | | | |
| Safety Practices | | | | | |
| Scheduling of Preventative Maintenance Checks and Services | | | | | |
| Adequacy of On Hand Repair Parts | | | | | |
| CATEGORY RATING | | | | | |
| REMARKS | | | | | |